

Bmk. No. A-50
Cook Steward, WJ-7404-04

MAJOR DUTIES

Serves as Cook-Steward in charge of the Galley Department operations on board a seagoing, automated hopper dredge. As such, is responsible for the overall planning and supervision of galley crew; and is responsible for the preparation and serving of appetizing and nourishing meals to the vessel's crew.

1. Plans, coordinates, and directs the activities of a small staff engaged in the preparation and serving of meals for the ship's crew. Subordinates work with a wide variety of foods, such as meats, poultry, seafood, vegetables, grains, fruit, etc., and follows menus and recipes in order to prepare bulk quantity meals for breakfast, lunch, supper, and special feedings. Cooks are also responsible for serving meals and maintaining galley, food storage, and messing areas in a clean and sanitary condition. Estimates the quantity of food required for each meal and plans for the utilization of leftovers to eliminate waste. Makes work schedules; prepares the menus; instructs and trains subordinates in the preparation of food items; and ensures the application of good cooking techniques. Provides technical advice or instruction to subordinates in accomplishing unusual cooking assignments or in resolving problems not covered by established practices. 2. Takes periodic inventory of subsistence supplies on hand, estimates requirements for future needs, and reports on stores needing replenishment, or prepares necessary requisitions and purchase orders. Keeps records of Galley Department operations, and compiles and prepares regular periodic reports. Makes cash collections for extra meals and lodgings furnished official visitors and guests, and prepares report for forwarding to District headquarters, together with money collected. Checks linens in and out for all members of the crew and prevents unauthorized removal of linens from the vessel. Assures that all crew members are properly supplied with linens.

3. Conducts personnel administration by assigning work to subordinates. Plans regular and emergency work requirements. Initiates or participates in review and improvement of work methods and structuring of positions. Evaluates results of work in terms of economy, simplicity, and accuracy. Establishes performance requirements and prepares regular performance appraisals. Periodically reviews job descriptions of subordinates for currency and accuracy. Counsels employees regarding conduct, leave, benefits, non-performance and initiates necessary disciplinary action. Performs a variety of personnel management tasks such as approving leave, rating performance, initiating personnel actions, and interviewing and selecting new employees; provides or makes provisions for training, settles employee grievances, recommends disciplinary actions, etc. Provides equal employment opportunity for all employees supervised regardless of race, color, religion, sex, handicap, age, or national origin; affords minorities and women full consideration in employment and personnel policies and practices.

4. Assures the galley and dining rooms are maintained in sanitary condition. Keeps employees abreast of and in compliance with pertinent safety regulations.

Performs other duties as assigned.

SKILLS AND KNOWLEDGES

Incumbent is required to possess a U. S. Coast Guard Document with endorsement for Food Handler (F.H.). Must possess the ability to manage a crew of employees within the parameters of the regulations. Must possess the ability to plan menus that are dietetically proper and select menus that encompass the special requirement of some crewmen (i.e., diabetic, low salt, etc.). Must have the skills and experience to plan for and prepare a wide variety of foods for 30 to 60 persons. Position requires the ability to operate and maintain galley equipment. Has the ability to learn and use the procedures associated with living on a vessel such as firefighting, first aid, and use of life saving equipment.

RESPONSIBILITY

Works under the general administrative supervision of the Master or, during the absence of the Master, the Assistant Master. Work assignments include verbal discussions as to the type of meals desired. Incumbent has exceptionally wide latitude for exercising independent judgment and initiative for planning, executing, and accomplishing assignments. Consults with superior on matters requiring major deviation from established policies. Work is reviewed and evaluated in terms of effectiveness in managing the Galley Department.

WORKING CONDITIONS

Work is performed primarily in the galley where there is constant exposure to above average temperatures. Subject to cuts when working with power equipment or to burns when working near the range. Subject to falls when food is spilled on deck, or when the dredge is in rough water.

PHYSICAL EFFORT

Incumbent is required to exert moderate to heavy physical effort storing and handling galley supplies and materials. Must possess sufficient agility to climb ladders in all sea conditions.